

COOS COUNTY JOB ANNOUNCEMENT

Mental Health Associate II Adult Team

Coos Health & Wellness Behavioral Health

\$4610 - \$5394 per month

DEPARTMENT: COOS HEALTH & WELLNESS

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED**.

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams St.
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Coquille Courthouse
CHW Building
Indeed.com

Email All Coos County Employees
County Website

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Agenda Approval Date: August 18, 2026

1.	Classification Title: Mental Health Associate II
2.	Working Title: Permanent Supportive Housing - Case Manager
3.	Department: Coos Health & Wellness Behavioral Health Division
4.	Pay Grade: 446 Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Excluded from Bargaining Unit? Yes ☐ No ☒ AFSCME Eligible for Overtime? Yes ☒ No ☐
5.	What is the purpose of this position? The Permanent Housing Support (PHS) position provides community-based, supportive services to individuals to assist them in achieving their recovery and housing goals. In partnership with the North Bend Housing Project (PHS), provides onsite services to Coos Health & Wellness (CHW) clients, and non-CHW clients. Services include case management, housing stabilization, skills training, community integration, and other individualized supports that promote housing stability and recovery goals.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. • Provide support, education and case management services to individuals to assist them in achieving their recovery goals. • Provide supportive case management and recovery-oriented services using Housing First principles that promote housing stability, consumer choice, self-determination, and individualized support. • Provide supportive services to individuals enrolled in CHW services as well as individuals not enrolled in CHW services. • Utilize motivational interviewing and provide stage-appropriate, recovery-oriented interventions. • Implement approach to utilize and enhance consumers' natural supports. • Coordinate services with family members, caregivers, medical, psychiatric and other providers, as appropriate. • Assist individuals in accessing available benefits and other community resources, as appropriate. • Continuously evaluate health and safety issues and implement appropriate crisis planning. Assist consumers in self-directing a crisis plan. • Provide support to community groups and organizations enhancing consumer recovery. • Work collaboratively within a multidisciplinary team. • Facilitate interdisciplinary case conferences related to supportive housing stability. • Complete clinical documentation to meet State, Federal, Regional and departmental standards and requirements which includes: ○ Developing recovery-oriented treatment plans with measurable and objective goals. ○ Completing clear, organized, timely progress notes. ○ Utilizing computer medical record system; including use of newer office technologies. • Maintain all applicable professional, legal and ethical standards, including confidentiality, dual relations, and informed consent. • Maintain departmental productivity standards set by departmental policy and carry out other instructions from supervisor and/or Director.
7.	List the minor duties assigned to this position. • Attend staff meetings, community agency meetings, as assigned. • Participate in trainings and continuing professional development skills. • Complete other assignments and tasks as directed by supervisor and/or Director.

DESCRIPTION OF POSITION

8. Working conditions of position.

This position is primarily based onsite at the North Bend Housing Project, with dedicated office space. Work hours may vary based on program and client needs and may include:

- Four 10-hour days: Monday–Thursday, 7:30 a.m.–6:00 p.m.
- Four 10-hour days: Wednesday–Saturday, 7:30 a.m.–6:00 p.m.

Frequent travel required within the county and infrequent travel within the State. Position may require some stooping, bending, reaching, and lifting of up to 25 pounds.

9. Supervision

This position is supervised by the Adult Outpatient Program Manager.

This position does not supervise any employees.

10. List required special skills, licenses, certificates, etc.

Must be a Qualified Mental Health Associate or eligible; Bachelor's degree in health/behavioral health or a combination of at least three years' work experience, training or education in mental health.

Valid driver license required. Must have good time-management skills; ability to prioritize tasks in a fast-paced environment; and good clinical writing/composition skills.

Regular and consistent attendance is required.

Must be able to accept supervision and adhere to County and Department policies. Must be able to establish and maintain harmonious working relationships with other employees, maintain a positive attitude and represent the County and the Department in the community in a positive manner.

11. Is operation of motor vehicle required? Yes ☒ No ☐

12. List equipment, tools, and machines used in performance of duties.

Laptop or desktop computer, electronic health record, dictation device, copy machine, fax & telephone.